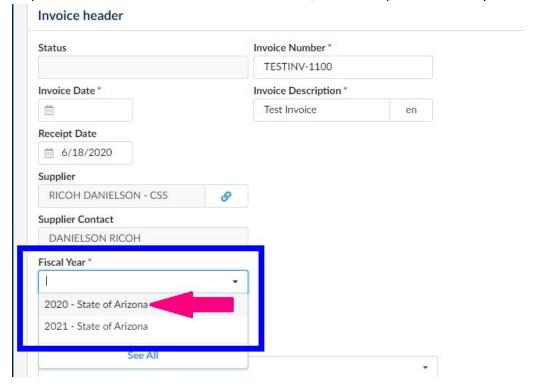


DRAFT Processing Previous Fiscal Year Invoices

This document is a quick-reference guide for users who need to process invoices for the previous fiscal year during the fiscal year end grace period set by the General Accounting Office (GAO) every year. If you have any questions, please contact your <u>agency's GAO liaison</u> or the APP Help Desk at <u>app@azdoa.gov.</u> Additional resources are also available on the SPO Website: https://spo.az.gov/app/grgs.

Processing Previous Fiscal Year Invoices

1. To create an invoice to close a previous fiscal year, create your invoice as you normally would. In the Fiscal Year drop down menu in the invoice header section, select the previous fiscal year:



- 2. Click the **Save/Submit** button and continue processing as normal.
- 3. If you have any questions or see unexpected errors, please contact your agency's AFIS liaison.